

Subject: Fwd: Reminder: Early Submission of D-Time For Pay Period ending January 16, 2021

From: Raul Leon

Date: 1/15/2021, 1:12 PM

To: Mark Jackson <mark.jackson@lacity.org>, "Bill Lopez Jr." <bill.lopez.jr@lacity.org>, Jennifer Casillas <jennifer.casillas@lacity.org>, Jessica Nunez <jessica.nunez@lacity.org>, Julio Hernandez <julio.hernandez@lacity.org>, Barry Rankins <barry.rankins@lacity.org>, Leopoldo Uribe <leopoldo.uribe@lacity.org>, Neal Weeks <neal.weeks@lacity.org>, Anahli Avina <anahli.avina@lacity.org>, Eduardo Velasco <eduardo.velasco@lacity.org>, Kristal Huizar <kristal.huizar@lacity.org>, Sabrina Corral <sabrina.corral@lacity.org>, Andre Branch <andre.branch@lacity.org>, Crystal Paz <crystal.paz@lacity.org>, Leo Floyd <leo.floyd@lacity.org>, Robert Thompson <robert.l.thompson@lacity.org>, Javier Flores <javier.flores@lacity.org>

Good afternoon all,

Reminder to everyone. Make sure D-time is submitted and approved as directed by Payroll.

Thanks,

----- Forwarded message -----

From: **Rose Watson** <rose.watson@lacity.org>

Date: Fri, Jan 15, 2021 at 8:06 AM

Subject: Reminder: Early Submission of D-Time For Pay Period ending January 16, 2021

To: rap all <rapall@lacity.org>

Good morning RAP Team,

Due to Martin Luther King Jr. Holiday occurring on Monday, January 18, 2021, the following schedules must be followed:

- **D-TIME** time sheets must be SUBMITTED by the end of the day on Friday, January 15, 2021, to give Approvers and Timekeepers time to correct and approve D-Time.
- **Paper-based** time sheets must be RECEIVED in the Payroll Section no later than 12:00pm on Friday, January 15, 2021.

D-TIME must be APPROVED by NOON on Tuesday, January 19, 2021.

Do not reject D-TIME time sheets after payroll deadline. Call or email your Payroll timekeeper for any changes/corrections on the employee's timesheet.

Please see attached Memo for additional information.

Thank you for your cooperation!

****Please share information with staff who do not have access to emails***

Rose Watson
Public Information Director
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Media Relations/ Marketing
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- [Attachments-77/EARLY SUBMISSION 1-2021.pdf](#)